Administrative & Service Faculty- ASF  
Meeting Minutes  
January 4, 2011  
Maxwell 158

Present: Brett Ayers, Vicki English, Barbara Oertel, Vicki Decker, DeAnna Goddard, Tracy Rahim, Connie Kamara, Mari Livingston, Cindy Groth, Cindy Jokela, Jenny Lamberson, Debbie Block, Kate Parsi, Nancy Dumke, Sarah Olcott, Cathie Logan, June Reineke, Tania Schmidt

1. Call to Order 8:32  
   a. Approval of Agenda (Rahim/Lamberson)

2. Secretary/Treasurer Report  
   a. Approval of minutes of last meeting (Rahim/Lamberson)  
   b. Note – a correction was made to the last minutes, the CEC made a recommendation for the Coordinator of University Guest Relations, it had not yet been returned by MnSCU.  
   c. Campus Account - $1.00  
   d. Winona National Account - $1031.80

3. Vice President Report  
   a. Campus Evaluation Committee –Olcott – nothing to report on at this time

4. President’s Report  
   a. Local Meet and Confer –  
      i. Staffing/Personnel Changes or Restructuring  
         1. Rochester Business Solutions Director: some of the activities of this position are dissipating and a portion of the remaining money will go towards an AFSCME position to handle logistics.  
      ii. National Student Scholarship Committee. Nancy Peterson is the current Institutional Representative for the various scholarship committees.  
         1. A new faculty rep has been appointed.  
      iii. Inclusive Excellence, Affirmative Action and Title IX Compliance Committee. Since this combines several committees, what will the committee composition be? How many ASF representatives will be on this committee and will there continue to be Ex Officio members? Dr. Ramaley will ask Lori Mikl to try to get answers before the next M&C.  
   iv. Budget Update:  
      1. The budget situation is getting more serious. All members are encouraged to attend the budget hearing on January 20th in Somsen Auditorium. If the worst case scenario occurs, administration needs to be ready to identify positions, etc. ASF respectfully reminded administration that our unit has already experience a lay-off notice.  
   v. Residence Hall Funds  
      1. The $4 million in savings from the construction of the new res halls will be utilized towards much needed renovation and deferred maintenance projects. Approximately $500,000 is being reserved to test a new “Theme House” concept.  
   vi. Credit Card pilot  
      1. 25 campus members will be selected for training for this pilot. Please keep us informed if you were selected and how it is going.

v. PDF / PIF regulations.  
We let administration know that we voted to change our constitutional bylaws regarding Professional Improvement Funds, and we have suggested language for Regulation 3-16 to match those changes (see attached). We did remove the
language about matching the IFO deadlines as was suggested at last month’s Meet
and Confer. As we discussed last month we are also suggesting the elimination of
the Agreement of Use of the Professional Improvement form (also attached). There
was a discussion of clarifying the language about the deadline for applying having no
impact on the FY in which the funds must be expended to indicate that the funds
would be expected to be spent in either the current or next fiscal year (in other words,
you wouldn’t apply now for funds to be used 2 years from now). VP Johnstone with
work on a final form of the regulation using our suggestions as a guide.

5. New Business
   a. Personnel Changes: ASF was informed that Carmen Mahlum resigned her position. Xao
      Vang has been temporarily hired in her place.
   b. Early Separation Incentive
      i. If you have feedback or interest in another ESI round, please contact Jill Quandt. The
         conversation will be confidential.

6. Old Business

7. Committee Reports
   a. State Committee Reports
      i. System Evaluation Committee – Will meet in February unless there are no appeals.
      ii. State Legislative Committee – Scheduling a mtg. WSU has 2 reps on the committee.
         Jeremy Miller and Gene Pelowski are on the Higher Ed Committee
      iii. Negotiations Committee – Members are asked to please return the survey. Results
           are anonymous.
   b. All-University Committees
      i. Engaged Teaching and Scholarship Committee
         1. Info was expected to be sent on the President’s Award via email in the afternoon. It was requesting students who volunteer in the community or service learning projects, as well as faculty involved in service learning projects.
         2. Members are reminded if they are on an All University Committee their feedback from the committee is appreciated. If the member cannot attend a meeting, updates can be sent to Jill Quandt, Sarah Olcott or Tania Schmidt.
   c. Search Committees
      1. Coordinator of Integrated Wellness – There was a new hire
      2. Admissions Counselor – No new hire at this time
      3. Major Gift Director – Phone interviews and reference checks.
      4. OCED Program Coordinator – Interviews scheduled for January 20th and 21st.
      5. Assistant Dean in the College of Education working with the Bush Grant – Offer extended to Carrie Brouse.
   d. Task Forces
      i. Future Visioning – No new Info

8. Good of the Order
   a. A discussion regarding the survey results for ASF extra funds focuses on whether or not the funds should/could be used on an individual basis or for the good of the order, such as in
ASF promotional material. Several ideas such as ASF vests, coffee mugs, or other promotional materials were discussed.

b. February’s ASF meeting will be a lunch time mtg. At this time ASF can discuss with its members how the meeting times work for their schedules and how to best pursue future meetings. (ie lunch, breakfast, etc)

c. Sabbatical Form had a minor change to 3.17. Update “ser” to “per” and revise the first line to make a clearer sentence. It was suggested that there be a timeline on the form.

d. Tracy Rahim gave a brief overview of the Leadership Retreat program for students. The retreat is offering breakout sessions, a national speaker and ongoing leadership training 5-9 weeks at no cost.

e. June Reineke spoke about the Students Who are Parents group which meets the 3rd Wednesday of every month at Madison school. The group gathers for support and discussion and an opportunity to review the special needs and services required by students who are also parents.

f. Cathie Logan announced the 5th semester of Senior University. Courses include Comedy Films, History of Jazz and Fossils. This opportunity is open to the public. Each term there are 4 courses.

9. Meet & Confer Items
   a. Budget Update
   b. Credit/Travel Card Update
   c. Committee Consolidation concerns
   d. Update on ESI

10. Meeting Adjourned (9:24 a.m.)

Respectfully submitted,

Tania Schmidt
ASF Secretary/Treasurer
January 31, 2011